

Procedures for use of OSA records and files

November 14, 2007

Space limitations in our new (109 E. Jones Street) location mean that the Office of State Archaeology must institute new procedures for accessing our records, files, libraries, and staff. The following will be in effect as we open **Monday, November 19, 2007**.

- 1) All appointments must be made at least 24 hours in advance. No day-of calls. Susan Myers (807-6556) remains the contact for making general appointments. Contact individual archaeologists and staff (main number 807-6550) for consultations with them, understanding that access will still be affected by available time and space. For use of journals, now stored in a shared conference room, contact Dee Nelms (807-6552). Dee will handle general appointment booking in Susan's absence.
- 2) When calling for an appointment, you will be asked to supply the information below, which will be noted in a form completed by the person taking your call. The form must be signed on arrival and will be stored in the map room.

Name and phone number
Name/location of firm
Requested appointment date/time
Amount of time needed
Name of visitor(s), if different from caller
Number in party (maximum of 2)
Purpose of visit
Will use what records (maps, site files, reports, main library or journals)?
If background research for survey, have you contacted reviewing archaeologist?

- 3) Scheduled appointment times will be honored within a 15-minute window, unless visitors call and notify us they have been delayed. Arrival outside that window will result in cancelled appointments.
- 4) Appointments cannot start after 4:00 PM and must end by 5:00 PM unless otherwise arranged.
- 5) We can accommodate no more than two contractors at any given time.
- 6) We will continue Wednesday closures so we can work on communal projects.
- 7) All visitors to the State Archives and Library Building must sign in with the security guard in the main lobby, receive and wear a visitor tag, and sign out at the same location on departure.
- 8) Parking is available in the visitor lot across from the building, with access on Jones and Edenton streets, in metered spaces along Blount and Jones streets, and free along some streets in the vicinity; farther, but still within walking distance.
- 9) Our respective e-mail addresses and mailing address (4619 Mail Service Center, Raleigh, NC 27699-4619) are unchanged.

Thank you for your cooperation
Steve Claggett